

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, September 24, 2018 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

7:00 P.M.**Regular Meeting**

Call To Order · · · · · VICE-MAYOR BARRY CHEATHAM

PLEASE TURN OFF CELL PHONES · · · · VICE-MAYOR BARRY CHEATHAM

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: September 10, 2018 Regular Meeting
- B. Departmental Reports: August, 2018 (Separate File)

2. OLD/NEW BUSINESS

- A. Reversal of April 23, 2018 Charge Off of Delinquent Utility Account for Arlinda Whitaker
- B. City Manager's Report
 - 1. Hurricane Florence Report: Termination of Declaration of Emergency on September 10, 2018
 - 2. Budget Payment Plan Policy Revision
 - 3. Social Services Office Building
 - 4. Salary Increase for School Board Members
 - 5. Council's Top Priority Tracking Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS4. CLOSED SESSION

Closed Session - I move that the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions; to discuss the salaries of employees in the Department of Fire and Rescue pursuant to Virginia Code Section 2.2 – 3711 (A) (1).

Motion Upon Returning to Open Session – I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

- 5. ADJOURNMENT – I move that the September 10, 2018 Regular meeting of the Franklin City Council be adjourned.

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

| <u>SUBJECT</u> | <u>TENTATIVE TIME LINE</u> |
|--|--|
| Next Council Meeting (Only 1 meeting in October 2018) | October 22, 2018 @ 7:00 p.m. City Council Chambers – 207 W 2nd Ave. |
| Next Council Meeting (Only 1 meeting in November 2018) | November 26, 2018 @ 7:00 p.m. City Council Chambers – 207 W 2nd Ave. |
| Next Council Meeting (Only 1 meeting in December 2018) | December 10, 2018 @ 7:00 p.m. City Council Chambers – 207 W 2nd Ave. |
| Rental Housing Inspection Program Ad Hoc Advisory Committee Meeting | TBD |

CONSENT AGENDA

1. CONSENT AGENDA

A. Minutes: September 10, 2018 Regular Meeting

B. Departmental Reports: August, 2018 (Separate File)

The Franklin City Council convened its Regular meeting on Monday, September 10, 2018 at 7:00 p.m. in the Council Chambers at City Hall. Mayor Rabil called the meeting to order.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Bobby Cutchins, Wynndolyn Copeland, Benny Burgess and Councilman McLemore.

Staff in Attendance: Taylor Williams, Interim Deputy City Manager; Mark Bly, Director of Power and Light; Captain Tim Whitt, Franklin Police Department; Deputy Chief Mark Carr, Interim Director of Emergency Services; and Dinah Babb, Treasurer.

Other Staff in Attendance: Corporal Kevin Muse, Franklin Police Department; Leslie Pearce, Administrative Assistant, Emergency Services; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

Others in Attendance: Dan Howe, Executive Director, DFA; Amanda Jarratt, Executive Director and CEO, FSEDI; Fire Chief Vincent P. Holt, Retired; Kenya Smith, Tidewater News Staff Reporter and FCPS School Board Chairman, Bob Holt.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

Special Recognition – Chief Vincent P. Holt – Director of Emergency Services – Retirement

Mayor Rabil recognized Vice-Mayor Cheatham to read the Resolution of Honor and Appreciation to Fire Chief Vincent P. Holt aloud. After the resolution was read, Mayor Rabil asked for desired action of the Council.

Vice-Mayor Cheatham made the motion to adopt the resolution as presented and Councilman Johnson seconded it.

The motion was approved by a 7 – 0 vote.

Mayor Rabil asked Council to join him in presenting the plaque to Retired Chief Vincent P. Holt. Mayor Rabil thanked Chief Holt for his service to the City of Franklin and its citizens. The Mayor shook his hand and presented him with the plaque for his service.

Retired Chief Holt delivered some heartfelt remarks about his career journey and thanked members of Council, both past and present, for their support during his tenure. All the members of Council shook Chief Holt's hand and personally thanked him for his service. All those in attendance gave Chief Holt a standing ovation.

CITIZENS' TIME

Mr. Bobby Tyler of 112 Queens Lane addressed Council brought to Council's attention a department internal policy observed by Franklin Power and Light. Mr. Tyler commended the Power & Light department for doing a good job; however, he feels this department internal policy is arbitrary and unsafe.

The department internal policy that requires an electrical contractor to install the underground utility piping from the house electrical meter to Franklin Power and Light's underground transformers.

Mr. Tyler stated that no other utility company requires a customer to install the underground utilities. Franklin Power and Light has the qualified personnel to do this task and for the safety of the contractors they should be doing this. Mr. Tyler asked Council to change this internal department policy.

AMENDMENTS TO AGENDA

Councilman Burgess made a motion to amend the agenda to add a discussion on Hurricane Preparedness and Councilman Johnson seconded it.

The motion was approved by a vote of 7 – 0.

Mayor Rabil added the topic as Item A in the Old/New Business section of the agenda; moving the current items to B and C consecutively.

Councilman McLemore made a motion to amend the agenda to add a topic to discuss the disposition of the old generator taken out of service at the Police department. Councilman Burgess seconded the motion.

The motion was approved by a vote of 7 – 0.

Mayor Rabil added the topic as Item D in the Old/New Business section of the agenda as the final topic.

Consent Agenda

Minutes: August 27, 2018 Regular Meeting

Mayor Rabil asked if there were any corrections to the minutes of the August 27, 2018 Regular meeting. Hearing none, Councilman Burgess made the motion to adopt the minutes as presented and Vice-Mayor Cheatham seconded the motion.

The motion was approved by a vote of 7 – 0.

Minutes: August 30, 2018 Emergency Called Meeting

Mayor Rabil asked if there were any corrections to the minutes of the August 30, 2018 Emergency Called meeting. Hearing none, Councilman Johnson made the motion to adopt the minutes as presented and Councilman Cutchins seconded the motion.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Cutchins, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, ABSTAIN; and Mayor Rabil, AYE.

Minutes: September 4, 2018 Called Meeting

Mayor Rabil asked if there were any corrections to the minutes of the September 4, 2018 Called meeting. Hearing none, Councilman Johnson made the motion to adopt the minutes as presented and Councilman Cutchins seconded the motion.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Cutchins, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, ABSTAIN; and Mayor Rabil, AYE.

Minutes: September 5, 2018 Called Meeting

Mayor Rabil asked if there were any corrections to the minutes of the September 5, 2018 Called meeting. Hearing none, Councilwoman Copeland made the motion to adopt the minutes as presented and Vice-Mayor Cheatham seconded the motion.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Cutchins, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, ABSTAIN; and Mayor Rabil, AYE.

OLD/NEW BUSINESS**Hurricane Preparedness Discussion**

Mayor Rabil asked Interim Deputy City Manager Williams to give an update on Hurricane Florence. Interim Deputy City Manager Williams distributed a report that he prepared updating Council on the actions being taken concerning Hurricane Florence.

In the report was a signed Declaration of Local Emergency dated September 10, 2018 signed by Director of Emergency Services, H. Taylor Williams, IV. The purpose of the declaration was the result of the perceived threat that Hurricane Florence posed to the Citizens of Franklin and potential threat of property damage from rain, flooding and high winds. The City has the ability to put the City's Emergency Operations Plan into action to protect the welfare and property of the citizens of Franklin with the execution of the Declaration. Also with the execution of the Declaration the City has the ability to expend funds from the City's unappropriated fund balances to cover the reasonable costs of emergency services as deemed necessary to meet the emergency Hurricane Florence presents.

Interim Deputy City Manager Williams reported that the City had engaged in several conference calls with various agencies of the State and has kept a close watch on the weather reports received to determine what possible impacts may be expected from the expected weather event.

Interim Deputy City Manager Williams gave an update on the latest weather information that he had received and discussed what some of the possible impacts could result. Interim Deputy City Manager Williams stated that the City of Franklin's emergency shelter is at the Franklin High School and it will

accommodate somewhere between 100 – 125 persons. The shelter is not operational as this time. The City has ordered an 800kW generator to be hooked into the shelter for power and operational if needed. The shelter is for Franklin citizens and will be staffed with (1) EMT and (1) police officer. The most important factor to understand from the information presented is that conditions are subject to change up until the moment the hurricane actually makes landfall.

Councilman Johnson asked about contacting FEMA concerning help if the worst scenario arises.

Interim Deputy City Manager Williams stated that there is protocol that has to happen before you can contact FEMA.

Mayor Rabil recognized Deputy Chief Mark Carr to address Council further about the current conditions of the hurricane and the course it was traveling. Interim Deputy City Manager Williams asked Deputy Chief Carr to also update Council on the staff meeting held earlier today on hurricane preparedness.

Councilman McLemore asked Interim Deputy City Manager Williams if he had been in contact with FEMA concerning getting generators for the other school facilities.

Interim Deputy City Manager Williams stated that he had not done so at this point because there is only one approved shelter at this point.

Councilman McLemore asked how much the generator cost that was rented and if we do not get hit by the hurricane we will be able to recover these funds.

Interim Deputy City Manager Williams stated that the cost was \$7,100 plus \$2,000 for delivery and removal for a total of \$9,100.

Mayor Rabil recognized Deputy Chief Carr to report on the staff meeting held with the City Department Heads. Deputy Chief Carr stated the discussion centered on the City's Emergency Operating Plan and understanding what the role of each department was.

Deputy Chief Carr answered questions from Council. Mayor Rabil and Council thanked staff for all their proactive actions taken to be prepared for this upcoming weather event. Deputy Chief Carr let everyone know that there were hurricane preparedness guides available at the fire department and City Hall for anyone who would like one.

Vice-Mayor Cheatham made a motion to ratify the declaration of local emergency on September 10, 2018 signed by Deputy Interim City Manager Williams as the Director of Emergency Services and Councilman Johnson seconded it.

The ratification was approved by 7 – 0 vote.

Electric Meter Reading Assessment Follow-Up Final Report

Mayor Rabil recognized Power & Light Director Mark Bly to present the follow-up final report on the Electric Meter Reading Assessment. Director Bly distributed the final report from Bellwether Management Solutions (BMS).

Director Bly presented the findings for the final report for the meter audit and site survey. Director Bly reminded Council that BMS physically read 823 random City of Franklin electric meters, then compared their collected reads by a city technician after they were entered into Franklin's billing system. According to BMS the comparison proved that the reads collected by the City of Franklin's mobile meter reading system were entered into the City of Franklin's billing system and that customers were billed correctly. The report further stated that no discrepancies were noted other than average usage between the date that the City of Franklin read the meters through mobile means and the date that BMS visually read the meters.

Director Bly noted the differences in 39 locations which were as follows:

- 2 – Inactive accounts, BMS manually read a reading, and the billing amount was \$0.
- 16 – BMS readings differed from Edmunds billed amount. Work orders for these locations indicate some were transfers and previous customer was billed from a final reading several days after BMS read.
- 19 – BMS copied the information of original meter readings manually and transposed some numbers.
- 2 – Itron missed reading, work order issued and correct information entered into the Edmunds billing system. Meters were changed due to inoperative ERT.

Director Bly distributed a copy of a handout with the 39 locations and the explanation for each issue. After Council briefly asked questions and made comments, Mayor Rabil recognized Interim Deputy City Manager Williams to present the City Manager's report.

City Manager's Report

Interim Deputy City Manager Williams commented on the items in the City Manager's report.

City Council Top Priorities Tracking Report

Interim Deputy City Manager Williams reminded Council of the Top Priorities tracking report. He stated that he wanted to keep the focus on the tracking report. Since the completion of the Electric Meter Reading Assessment, this completed the task on the Public Infrastructure item on the tracking report. It was the consensus of Council the topic would be discussed at a future date meeting.

Budget Payment Plan Policy Revision Discussion

Interim Deputy City Manager Williams presented to Council a list of comments from staff members pertaining to changes in the electric billing plan for review. After a brief discussion on the topic, it was the consensus of Council to discuss this in greater detail at a future Council meeting.

Salary Increase for School Board members – Va. Code Section 22.1 – 32 (F) (2); City Code Section 2 – 73 (A) and Charter Section 12.04

Interim Deputy City Manager Williams advised Council that the members of the School Board will be bringing a Resolution to request an increase in salary. The School Board members last received an

increase in salary in June 2004. The issue of salary increases for the members of the School Board is addressed in three different places:

- Va. Code Section 22.1-32 (F) (2)
- Franklin Charter Section 12.04
- Franklin City Code 2-73 (a)

In the agenda package that was distributed for tonight's meeting the references listed above have been copied for your review. Also attached is a current salary comparison for surrounding area school boards and the Franklin City School Board. There is also a request for the amount of the increase. Any increase would come out of the School Board funds. The increase would not become effective until July 1, 2019.

After the presentation, Mr. Bob Holt, School Board Chairman addressed Council and stated that this request is being made solely to bring our school board to the comparable compensation rate with neighboring localities.

After discussion with Council, it was determined that this matter is only for information purposes at this time.

Disposition of Out-of-service Generator Discussion

Councilman McLemore initiated the discussion on the disposition of the Out-of-Service Generator that was recently replaced at the Police Department. He had made inquiries earlier in the day to City staff trying to determine what the disposition status was.

Interim Deputy City Manager informed Councilman McLemore that the old generator was currently in storage at the Pretlow Industrial Park. The Power & Light department has a plan to have the generator looked at to see what needs to be done so it can be repurposed for some other use. Currently there are no funds budgeted for this project.

Councilman McLemore commented with the city in a transition state he could ask any city employee any question without contacting the Interim Deputy City Manager. Mayor Rabil stated that Council still follows the Charter no matter what state the city is in. Councilman McLemore referred to Interim Deputy City Manager Williams as a joke. Interim Deputy City Manager Williams asked Councilman McLemore if he said he was a joke. Councilman McLemore commented that yes he did say it and that is the way he felt. Interim Deputy City Manager Williams demanded an apology and Councilman McLemore stated that he would not apologize for the comment. He commented to Interim Deputy City Manager Williams to ask other members of Council to apologize but he would not give him an apology. Mayor Rabil called for a restoration of order to the meeting.

After discussion on the topic Mayor Rabil recognized Council and staff members to report on Boards & Commissions.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Cutchins deferred his report to the next Council meeting.

Councilman Burgess reported on the meeting of the Franklin/Southampton County Utility Study committee held on September 10, 2018. They met with the Attorney that was hired and established a timeline going forward. He noted that there were still some issues that need to be negotiated between the City and the County. This is still an option that is being discussed.

Councilman Johnson commented on the annual picnic hosted by Congressman Bobby Scott. It was very well attended and an enjoyable event.

Councilman Johnson also reported on the Go VA Hampton Roads meeting that he attended. He gave information on topics discussed and informed Council that he would distribute the information he received at a future meeting.

Mayor Rabil discussed the Hampton Roads Regional meetings that he had attended. The focus of the meeting was to discuss priorities that would be discussed during the next General Assembly.

The Mayor shared a thank you letter received by the Western Tidewater Free Clinic. He also mentioned the successful conclusion of the We Be Jammin and stated there would be a report on the conclusion of the Cruise In at the next meeting.

Vice-Mayor Cheatham commented on a letter received and printed in the Tidewater News concerning the work efforts of the Public Works department. He commented that it was a nice article and commended the Public Works department on doing a great job.

Closed Session

Councilwoman Copeland made the motion for the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions; to discuss the performance and evaluation of employees; and to consult with legal counsel for an update on SPSA contract negotiations with Wheelabrator pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and (8). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 8:51 p.m.

Mayor Rabil reconvened the open session at 9:02 p.m. and asked for a motion certifying the closed session.

Vice-Mayor Cheatham made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilman Johnson.

The motion was approved by a 7 – 0 vote.

Adjournment

Vice-Mayor Cheatham made a motion to adjourn the meeting which was seconded by Councilman Johnson.

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 9:03 p.m.

These Minutes for the September 10, 2018 City Council Regular Meeting were adopted on the 24th day of September, 2018.

Mayor

Clerk to City Council

OLD/NEW BUSINESS**2. OLD/NEW BUSINESS**

A. Reversal of April 23, 2018 Charge Off of Delinquent Utility Account for Arlinda Whitaker

B. City Manager's Report

- 1. Hurricane Florence Report: Termination of Declaration of Emergency on September 10, 2018**
- 2. Budget Payment Plan Policy Revision**
- 3. Social Services Office Building**
- 4. Salary Increase for School Board Members**
- 5. Council's Top Priority Tracking Report**



*Office Of The City Attorney
H. Taylor Williams, IV*

September 19, 2018

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: April 23, 2018 action to charge off delinquent utility account for Arlinda Whitaker

At the City Council meeting held on April 23, 2018, Council charged off delinquent utility accounts. One of the accounts charged off was a delinquent utility account for Arlinda Whitaker. That account should not have been charged off at that time. The Treasurer's Office had a garnishment summons outstanding with Arlinda Whitaker's employer when the charge off occurred. After the charge off, the City did receive two checks from the employer to be applied to the delinquent utility account. Council needs to reinstate the delinquent utility account so the two checks can be applied to the delinquency. The remaining balance owed on the delinquent account can then be charged off in the amount of the reduced balance. The total received by garnishment in the two checks is \$532.80.

Action necessary to be taken: I move that the delinquent utility account charged off in the name of Arlinda Whitaker on April 23, 2018 be reinstated to allow two garnishment checks totaling \$532.80 to be applied to the previously charged off account to reduce the delinquency balance owed to the City.

H. Taylor Williams, IV
City Attorney



*Office Of The City Attorney
H. Taylor Williams, IV*

September 19, 2018

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Report on Hurricane Florence

On September 10, 2018, Interim Deputy City Manager Taylor Williams, acting as the Director of Emergency Services, executed a Declaration of Local Emergency as the Hurricane designated as Florence bore down of the east coast and was predicted to make landfall so as to impact central and southeastern Virginia in general and specifically to pose a threat of damage of property and potential loss of life to Franklin, Virginia by storm surge, record amounts of rain and high winds.

The emergency operations plan was set in motion. All departments prepared for the worst and hoped for the best. An emergency shelter at the Franklin High School was readied to receive Franklin citizens in need of shelter. A 800 kW generator was ordered, received and hooked up to the high school to provide electricity in the event of a power outage. Social Services prepared to operate the emergency shelter if it was opened. Power and Light took actions to secure as best as possible all utility lines. Public Works worked to clear all possible debris on City streets and to clear all ditches and storm drains. Fire and Rescue and the Police department both had all staff on standby in the event the Hurricane did come to Franklin and were prepared in the event any rescue operations were necessary. The Office of Community Development readied for action in the aftermath of the Hurricane.

As Hurricane Florence neared the northeastern shore of North Carolina and the southeastern shore of Virginia it changed track and went south on an unexpected track. The City of Franklin was spared the effect of the brunt of the

storm. Franklin did not experience the projected high winds nor the projected amounts of rain. What happened in North Carolina (extreme flooding and high winds with the need to rescue people from danger) passed by Franklin.

Franklin did not have to open the emergency shelter because no emergency situations occurred. Fire and Rescue were deployed once for a small pine tree that had fallen on an electrical line causing a fire. Power and Light was called out for the same pine tree incident to restore power in less than one hour. City Hall was open every day and employees came to work. The School Division did close on Wednesday at 1 pm and stayed closed Thursday and Friday. The Police Department reported that the City was relatively calm and quiet throughout the entire event. The Blackwater River experienced only a minor rise in volume but there was never any danger of flooding.

It is amazing that the whole event turned out for Franklin to just be a few cloudy days with on and off showers compared to the event in North Carolina. Several rivers in North Carolina had flood events to top all flood records. The City was prepared for the worst and hoping for the best. We were fortunate to get the best this time. But we also know we must prepare every time like we did this time for the worst.

The City terminated the Declaration of Emergency as of Friday, September 14. Virginia Code Section 44-146.21 (A) requires the locality “when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.” A preliminary estimate of expenses incurred by the City in preparation of what could have been the worst is \$43,363.06. The expense sheets are attached for your review. The good news is there was no property damaged or lost.

Taylor Williams

Proposed motion:

I move that the action by the Interim Deputy City Manager to Declare a Local Emergency on September 10, 2018 as Hurricane Florence approached the Virginia coast with the potential for hurricane winds and historic rain fall amounts to bring danger to the Citizen’s and cause damage to property be terminated effective September 14, 2018.


FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIAL SUMMARY SHEET

Page 1 OF _____

O.M.B. No. 3067-0151

| | | | |
|--|-----------|-------------|---------------------------------------|
| APPLICANT Franklin Power & Light | PA ID NO. | PROJECT NO. | DISASTER Hurricane Florence |
| LOCATION/SITE | | CATEGORY | PERIOD COVERING TO |

DESCRIPTION OF WORK PERFORMED

| VENDOR | DESCRIPTION | QUAN. | UNIT PRICE | TOTAL PRICE | DATE PURCHASED | DATE USED | INFO FROM (CHECK ONE) | |
|--|--|------------|------------|-------------|----------------|-----------|--------------------------|-------|
| | | | | | | | INVOICE | STOCK |
| Parker Oil & Propane | Fuel for Generators/Chain Saws/Equipment | 1100 gal | 2.50 | \$2,750.66 | 9/11/18 | | | |
| Parker Oil & Propane | Fuel for Generators/Chain Saws/Equipment | 1900 gal | 2.34 | \$4,451.33 | 9/12/18 | | | |
| Parker Oil & Propane | Fuel for Generators/Chain Saws/Equipment | 2403.2 gal | 2.34 | \$5,624.92 | 9/11/18 | | | |
| Parker Oil & Propane | Fuel for Generators/Chain Saws/Equipment | 1804 gal | 2.34 | \$4,222.67 | 9/11/18 | | | |
| Parker Oil & Propane | Fuel for Generators/Chain Saws/Equipment | 1000 gal | 2.50 | \$2,504.79 | 9/11/18 | | | |
| Franklin Slip In | Gas Vehicle & Misc. Equipment | 16.601 gal | 2.60 | \$43.15 | 9/10/18 | | | |
| Franklin Slip In | Gas Vehicle & Misc. Equipment | 63.815 gal | 2.60 | \$165.86 | 9/11/18 | | | |
| Lowe's | BH 4-ft 14-GA U-Post | 10.0 | 3.30 | \$33.00 | 9/12/18 | | | |
| Lowe's | Storm Responder Generator | 1.0 | 759.05 | \$759.05 | 9/10/18 | | | |
| | Poly Gas Can | 2.0 | 18.98 | \$37.96 | 9/10/18 | | | |
| | 20 FT. STRP Loop | 3.0 | 22.78 | \$68.34 | 9/10/18 | | | |
| GRAND TOTAL  | | | | \$20,661.73 | | | | |

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|-------------------|
| CERTIFIED | TITLE | DATE 9/18/2018 |
|-----------|-------|-------------------|


FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIAL SUMMARY SHEET

Page 2 OF 2

O.M.B. No. 3067-0151

| | | | |
|--|-----------|-------------|---------------------------------------|
| APPLICANT Franklin Power & Light | PA ID NO. | PROJECT NO. | DISASTER Hurricane Florence |
| LOCATION/SITE | | CATEGORY | PERIOD COVERING TO |

DESCRIPTION OF WORK PERFORMED

| VENDOR | DESCRIPTION | QUAN. | UNIT PRICE | TOTAL PRICE | DATE PURCHASED | DATE USED | INFO FROM (CHECK ONE) | |
|--|------------------------------|-------|------------|--------------------|----------------|-----------|--------------------------|-------|
| | | | | | | | INVOICE | STOCK |
| Lowe's | KBLT 3/8" Ratch | 1.0 | | \$23.73 | | | | |
| Lowe's | KOBALT 3/8" SOC | 1.0 | | \$6.62 | | | | |
| Lowe's | KBLT 7PPC HEX BIT | 1.0 | | \$20.41 | | | | |
| Walter's Outdoor Power Equipment | 16" Chain Saw | 2.0 | 159.96 | \$319.92 | | | | |
| Walter's Outdoor Power Equipment | PLAT. B C Case 4-C | 1.0 | | \$50.04 | | | | |
| Walter's Outdoor Power Equipment | STIHL MOTOMIX 1 Gallon | 2.0 | 99.96 | \$199.92 | | | | |
| Koppers | Class 4 Pole REA M20 CCA .60 | 40.0 | 215.90 | \$8,636.00 | | | | |
| Anixter | XARM - 8 | 50.0 | 43.50 | \$2,175.00 | | | | |
| Anixter | INSU PIN TYPE 7 | 96.0 | 6.00 | \$576.00 | | | | |
| Anixter | Cutout LD BRK TOP/BTM Clamp | 20.0 | 102.00 | \$2,040.00 | | | | |
| GRAND TOTAL  | | | | \$14,047.64 | | | | |

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|-------------------|
| CERTIFIED | TITLE | DATE 9/18/2018 |
|-----------|-------|-------------------|

FLORENCE - STORM PREP

| LABOR | hrs | \$/hr | Total |
|-------------------------|------------|--------------|---------------------|
| Jeff Dodson | 22 | 36.88 | \$ 811.36 |
| Zach Wright | 25 | 22.74 | \$ 568.50 |
| Walter Cobb | 6 | 23.38 | \$ 140.28 |
| Scott Whisenant | 2.25 | 36.88 | \$ 82.98 |
| Kenny Ward | 11.5 | 28.82 | \$ 331.43 |
| Matt Fontenot | 11.5 | 17 | \$ 195.50 |
| Eugene Bell | 12.75 | 30.63 | \$ 390.53 |
| Ronnie Wiggins | 9 | 32.44 | \$ 291.96 |
| Brent Moss | 8 | 18.00 | \$ 144.00 |
| Caleb Smith | 8.5 | 17.04 | \$ 144.84 |
| | | | \$ 3,101.38 |
| Rental Equipment | | | \$ 5,552.31 |
| Materials | | | \$ 34,709.37 |
| | | | \$ 43,363.06 |



Office Of The City Attorney
H. Taylor Williams, IV
September 19, 2018

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Budget payment plan revisions

This information is being brought back for consideration. Additional information has been added to the end of the “Comments” information. Please consider the new information when looking at revisions to the budget payment plan. Of primary consideration is the need to advertise the availability of the budget payment plan beginning in May each year to get more people enrolled in the plan.

Taylor Williams

Comments from staff members pertaining to changes in the electric billing plan:

There are several universal points that most or all staff agree upon:

- a. There is no need to limit the budget payment plan to electric heat.
- b. Due to the transient condition of many renters, it is not recommended by some staff to make the plan available to renters. On the other hand, there are renters who have been living in rented homes for many years and it would seem fair to allow those renters to be on the budget plan if they desired. How to draw the line seems to be the question to consider.
- c. Should the budget payment plan be offered to small and mid-sized businesses. Once again there is the question of offering the plan to businesses that rent the business space. It might be a situation where a owner renting to a business and the rent includes utilities the budget plan could be offered to the landlord who would be willing to be responsible for the account.
- d. Should the budget payment plan be extended to include water, sewer and trash.
- e. Can the budget payment plan be extended to customers living outside the boundaries of the City?
- f. Customers on the payment plan must also agree to have a Cycle and Save switch installed on an electric hot water heater.
- g. Payment history must have been current for the past 12 months. Customer cannot have any cut-offs and cannot have been late 2 or more times within the year.
- h. The budget plan runs each year from July 1 to June 30 of the next calendar year.

Please note there currently are approximately 60 accounts on the payment plan.

Additional information to consider: We are checking to determine if the program can be expanded to include water and sewer and trash (which includes recycling). Trash is the same amount each month already, so it is easy to budget.

Water and sewer charges will vary just like electricity will vary from month to month.

If people go on the budget payment plan, the bill comes electronically so it arrives to the customer the same day as the information is sent to the billing service used by the City. Customers get the bill much earlier than customers that must wait for a bill to come by snail mail.

There is a service available to all customers that have the ability to pay bills electronically. If the service were to be used by more customers there would be less stress on employees when payments come in the mail or at the window. It is a service that needs to be advertised so more customers would take advantage of the magic world of electronics. Of course, there is also a savings to the City in handling and mailing bills.

Starting May 1 each year there should be a campaign by the City to increase use of the bill payment plan, the e- billing service and e-payment plan.



*Office Of The City Attorney
H. Taylor Williams, IV*

September 19, 2018

From: H. Taylor Williams, IV

To: Members of Council

Re: Mold in Social Services Department

Recently there has been mold developing in the Department of Social Services building. The building has been tested for the presence of mold. The report on the presence of mold has shown there is mold of the type that is common or typical to what would be considered common household mold. Because of the moisture that continues to be a problem in the basement to the building, the overall increased humidity this summer that is moisture in the air and the age of the building mold has been a reoccurring problem. A similar problem occurred in the Health Department building on Fairview Drive several years ago.

To overcome the presence of the mold that is currently in the building the proposed remedies are to have a professional company come in and “wipe” the main floor of the building. This process would also include cleaning the inside of the duct work in the air handlers supplying ventilation to the work area. Additionally, dehumidifiers would be placed in the basement to draw the moisture out of the air in the basement.

These steps should resolve the current growing mold issue in the building. There will be some inconvenience when all this occurs. Social Services may have to move to another location for a short period of time or the building may be closed to the public for a few days to clear the mold. Public Works is collecting bids to perform the tasks that will hopefully conquer the mold problem.

Taylor Williams

AIR QUALITY CONSULTANTS, INC
2643 COVE POINT PL
VIRGINIA BEACH, VA 23454

Certificate of Mold Analysis

Prepared for: AIR QUALITY CONSULTANTS, INC
Phone Number: (757) 650-0996
Fax Number:
Project Name: CITY OF FRANKLIN
Test Location: 306 NORTH MAIN STREET
FRANKLIN, VA 23851
Chain of Custody #: 1165525
Received Date: September 6, 2018
Report Date: September 6, 2018



Carlos Ochoa, Technical and Quality Control Manager

Currently there are no Federal regulations for evaluating potential health effects of fungal contamination and remediation. This information is subject to change as more information regarding fungal contaminants becomes available. For more information visit <http://www.epa.gov/mold> or www.nyc.gov/html/doh/html/ep/mold.shtml. This document was designed to follow currently known industry guidelines for the interpretation of microbial sampling, analysis, and remediation. Since interpretation of mold analysis reports is a scientific work in progress, it may as such be changed at any time without notice. The client is solely responsible for the use or interpretation. PRO-LAB/SSPTM Inc. makes no express or implied warranties as to health of a property from only the samples sent to their laboratory for analysis. The Client is hereby notified that due to the subjective nature of fungal analysis and the mold growth process, laboratory samples can and do change over time relative to the originally sampled material. PRO-LAB/SSPTM Inc. reserves the right to properly dispose of all samples after the testing of such samples are sufficiently completed or after a 7 day period, whichever is greater.



For more information please contact PRO-LAB at (954) 384-4446 or email info@prolabinc.com

Prepared for : AIR QUALITY CONSULTANTS, INC

Test Address : CITY OF FRANKLIN
306 NORTH MAIN STREET
FRANKLIN, VA 23851

| ANALYSIS METHOD | Spore trap analysis | Spore trap analysis | Spore trap analysis | Spore trap analysis |
|----------------------|---------------------|---------------------|---------------------|---------------------|
| LOCATION | OUTSIDE BASELINE | COPY AREA | RECEPTION AREA | SOUTH EXIT AREA |
| COC / LINE # | 1185525-1 | 1185525-2 | 1185525-3 | 1185525-4 |
| SAMPLE TYPE & VOLUME | AIR-O-CELL - 75L | AIR-O-CELL - 75L | AIR-O-CELL - 75L | AIR-O-CELL - 75L |
| SERIAL NUMBER | 25665844 | 25666071 | 26328394 | 26328403 |
| COLLECTION DATE | Sep 5, 2018 | Sep 5, 2018 | Sep 5, 2018 | Sep 5, 2018 |
| ANALYSIS DATE | Sep 6, 2018 | Sep 6, 2018 | Sep 6, 2018 | Sep 6, 2018 |
| CONCLUSION | CONTROL | NOT ELEVATED | NOT ELEVATED | NOT ELEVATED |

| IDENTIFICATION | Raw Count | Spores per m ³ | Percent of Total | Raw Count | Spores per m ³ | Percent of Total | Raw Count | Spores per m ³ | Percent of Total | Raw Count | Spores per m ³ | Percent of Total |
|------------------------------------|--------------|---------------------------|------------------|--------------|---------------------------|------------------|--------------|---------------------------|------------------|--------------|---------------------------|------------------|
| Alternaria | 4 | 53 | 3 | | | | | | | | | |
| Bipolaris/Drechslera | | | | | | | 4 | 53 | 20 | | | |
| Blakeslea trispora | | | | 4 | 53 | 50 | | | | | | |
| Cladosporium | | | | | | | 4 | 53 | 20 | | | |
| Curvularia | | | | | | | 4 | 53 | 100 | | | |
| Hyphae | | | | | | | | | | | | |
| Other Ascospores | 80 | 1,100 | 59 | | | | 4 | 53 | 20 | | | |
| Other Basidiospores | 44 | 690 | 32 | | | | 4 | 53 | 20 | | | |
| Penicillium/Aspergillus | | | | 4 | 53 | 50 | | | | 4 | 53 | 20 |
| Pyricularia | 4 | 53 | 3 | | | | | | | | | |
| Smuts, myxomycetes | 4 | 53 | 3 | | | | | | | | | |
| TOTAL SPORES | 136 | 1,849 | 100 | 8 | 108 | 100 | 4 | 53 | 100 | 20 | 285 | 100 |
| MINIMUM DETECTION LIMIT* | 4 | 53 | | 4 | 53 | | 4 | 53 | | 4 | 53 | |
| BACKGROUND DEBRIS | Light | | | Light | | | Light | | | Light | | |
| Cellulose Fiber | | | | 16 | 210 | | 12 | 160 | | 32 | 430 | |
| Insect Fragments | | | | | | | | | | 4 | 53 | |
| Pollen | 8 | 110 | | | | | | | | | | |
| OBSERVATIONS & COMMENTS | | | | | | | | | | | | |

Background debris qualitatively estimates the amount of particles that are not pollen or spores and directly affects the accuracy of the spore counts. The categories of Light, Moderate, Heavy and Too Heavy for Accurate Count, are used to indicate the amount of deposited debris. Light (None to up to 25% obstruction); Medium (26% to up to 75% obstruction); Heavy (76% to up to 90% obstruction); Too Heavy (Greater than 90% obstruction). Increasing amounts of debris will obscure small spores and can prevent spores from impacting onto the slide. The actual number of spores present in the sample is likely higher than reported if the debris estimate is 'Heavy' or 'Too Heavy for Accurate Count'. All calculations are rounded to two significant figures and therefore, the total percentage of spore numbers may not equal 100%.
* Minimum Detection Limit. Based on the volume of air sampled, this is the lowest number of spores that can be detected and is an estimate of the lowest concentration of spores that can be read in the sample.
NA = Not Applicable.

Spores that were observed from the samples submitted are listed on this report. If a spore is not listed on this report it was not observed in the samples submitted.

Interpretation Guidelines: A determination is added to the report to help users interpret the mold analysis results. A mold report is only one aspect of an indoor air quality investigation. The most important aspect of mold growth in a living space is the availability of water. Without a source of water, mold generally will not become a problem in buildings. These determinations are in no way meant to imply any health outcomes or financial decisions based solely on this report. For questions relating to medical conditions you should consult an occupational or environmental health physician or professional.

CONTROL is a baseline sample showing what the spore count and diversity is at the time of sampling. The control sample(s) is usually collected outside of the structure being tested and used to determine if this sample(s) is similar in diversity and abundance to the inside sample(s).

ELEVATED means that the amount and/or diversity of spores, as compared to the control sample(s), and other samples in our database, are higher than expected. This can indicate that fungi have grown because of a water leak or water intrusion. Fungi that are considered to be indicators of water damage include, but are not limited to: *Chaetomium*, *Fusarium*, *Mormoniella*, *Stachybotrys*, *Scoptariopsis*, *Ulocladium*.

NOT ELEVATED means that the amount and/or the diversity of spores, as compared to the control sample and other samples in our database, are lower than expected and may indicate no problematic fungal growth. **UNUSUAL** means that the presence of current or former growth was observed in the analyzed sample. An abundance of spores are present, and/or growth structures including hyphae and/or fruiting bodies are present and associated with one or more of the types of mold/fungi identified in the analyzed sample.

NORMAL means that no presence of current or former growth was observed in the analyzed sample. If spores are recorded they are normally what is in the air and have settled on the surface(s) tested.

Prepared for : AIR QUALITY CONSULTANTS, INC

Test Address : CITY OF FRANKLIN
306 NORTH MAIN STREET
FRANKLIN, VA 23851

| ANALYSIS METHOD | Direct Microscopic Exam | Direct Microscopic Exam | Direct Microscopic Exam | INTENTIONALLY BLANK |
|----------------------|-------------------------|-------------------------|-------------------------|---------------------|
| LOCATION | HVAC SOUTH | HVAC NORTH | FAMILY SERVICES HVAC | |
| CDC / LINE # | 1165525-5 | 1165525-6 | 1165525-7 | |
| SAMPLE TYPE & VOLUME | SWAB | SWAB | SWAB | |
| SERIAL NUMBER | I | II | III | |
| COLLECTION DATE | Sep 5, 2018 | Sep 5, 2018 | Sep 5, 2018 | |
| ANALYSIS DATE | Sep 6, 2018 | Sep 6, 2018 | Sep 6, 2018 | |
| CONCLUSION | UNUSUAL | UNUSUAL | NORMAL | |

| IDENTIFICATION | Mold Present | Mold Present | Mold Present | Raw Count | Spores per m ³ | Percent of Total |
|--------------------------|--|--|--|-----------|---------------------------|------------------|
| Alternaria | | | | | | |
| Bipolaris/Drachslera | | | | | | |
| Blakeslea trispora | | | | | | |
| Cladosporium | X | X | X | | | |
| Curvularia | | | | | | |
| Hyphae | X | X | | | | |
| Other Ascospores | | | | | | |
| Other Basidiospores | | | | | | |
| Penicillium/Aspergillus | | | | | | |
| Pyricularia | | | | | | |
| Smuts, myxomycetes | | | | | | |
| TOTAL SPORES | NA | NA | NA | | | |
| MINIMUM DETECTION LIMIT* | NA | NA | NA | | | |
| BACKGROUND DEBRIS | Not Applicable | Not Applicable | Not Applicable | | | |
| OBSERVATIONS & COMMENTS | Presence of current or former growth observed. | Presence of current or former growth observed. | No presence of current or former growth observed. Only normally settled spores observed. | | | |

Background debris qualitatively estimates the amount of particles that are not pollen or spores and directly affects the accuracy of the spore counts. The categories of Light, Moderate, Heavy and Too Heavy for Accurate Count, are used to indicate the amount of deposited debris. Light (None to up to 25% obstruction); Medium (26% to up to 75% obstruction); Heavy (76% to up to 90% obstruction); Too Heavy (Greater than 90% obstruction). Increasing amounts of debris will obscure small spores and can prevent spores from impacting onto the slide. The actual number of spores present in the sample is likely higher than reported if the debris estimate is 'Heavy' or 'Too Heavy for Accurate Count'. All calculations are rounded to two significant figures and therefore, the total percentage of spore numbers may not equal 100%.
* Minimum Detection Limit. Based on the volume of air sampled, this is the lowest number of spores that can be detected and is an estimate of the lowest concentration of spores that can be read in the sample
NA = Not Applicable.

Spores that were observed from the samples submitted are listed on this report. If a spore is not listed on this report it was not observed in the samples submitted.

Interpretation Guidelines: A determination is added to the report to help users interpret the mold analysis results. A mold report is only one aspect of an indoor air quality investigation. The most important aspect of mold growth in a living space is the availability of water. Without a source of water, mold generally will not become a problem in buildings. These determinations are in no way meant to imply any health outcomes or financial decisions based solely on this report. For questions relating to medical conditions you should consult an occupational or environmental health physician or professional.

CONTROL is a baseline sample showing what the spore count and diversity is at the time of sampling. The control sample(s) is usually collected outside of the structure being tested and used to determine if this sample(s) is similar in diversity and abundance to the inside sample(s).

ELEVATED means that the amount and/or diversity of spores, as compared to the control sample(s) and other samples in our database, are higher than expected. This can indicate that fungi have grown because of a water leak or water intrusion. Fungi that are considered to be indicators of water damage include, but are not limited to: *Chesterium*, *Fusarium*, *Memnoniella*, *Stachybotrys*, *Scopulariopsis*, *Ulocladium*.

NOT ELEVATED means that the amount and/or the diversity of spores, as compared to the control sample and other samples in our database, are lower than expected and may indicate no problematic fungal growth.

UNUSUAL means that the presence of current or former growth was observed in the analyzed sample. An abundance of spores are present, and/or growth structures including hyphae and/or fruiting bodies are present and associated with one or more of the types of mold/fungi identified in the analyzed sample.

NORMAL means that no presence of current or former growth was observed in the analyzed sample. If spores are recorded they are normally what is in the air and have settled on the surface(s) tested.

| Identification | Outdoor Habitat | Indoor Habitat | Possible Allergic Potential Not an opinion or interpretation | Comments |
|-------------------------|---|---|--|--|
| Alternaria | One of the most commonly reported airborne spores worldwide. Often common in outdoor air. Usually not observed in large numbers in outdoor air. Soil, dead or dying plants, foodstuffs, textiles | Wallboard paper backing, wood, other various cellulose-containing materials. Commonly found in settled dust and as normal settled spores on carpets, drapes, textiles, etc. | Common allergen. Type I allergies (hay fever and asthma); Type III hypersensitivity pneumonitis. Common cause of extrinsic asthma. | Alternaria is commonly found in elevated numbers on water-intruded building materials and in higher spore numbers in the air with respect to the outside when growth on wet building materials occurs. |
| Bipolaris/Drechslera | Common everywhere. Frequently associated with grasses, but also found on plant material, decaying food, and soil. | | Common Type I (hay fever and asthma), fungal sinusitis. | This is a group of like-looking spores that include Bipolaris, Drechslera, Exserohilum, and sometimes Helminosporium. They cannot be consistently separated by spore morphology and are thus grouped together. Must be cultured to consistently separate the genera. |
| Blakeslea trispora | Commonly isolated from the soil, especially in the southeastern United States and in the summer months. | Not commonly growing indoors, but known to be capable of growing on paper products. | None known. | |
| Cladosporium | The most common spore type reported in the air worldwide. Found on dead and dying plant litter, and soil. | Commonly found on wood and wallboard. Commonly grows on window sills, textiles and foods. | Type I (hay fever and asthma), Type III (hypersensitivity pneumonitis) allergies. | A very common and important allergen source both outdoors and indoors. |
| Curvularia | Commonly found everywhere on soil and plant debris. | Capable of growing on many cellulolytic substrates like wallboard and wood. | Type I (hay fever and asthma) and common cause of allergic sinusitis. | |
| Hyphae | Common everywhere. | All substrates. | None known. | Hyphae are the "root-like" food absorption strands common to nearly all fungi. They sometimes can become airborne. |
| Ascospores | Common everywhere. Constitutes a large part of the airspora outside. Can reach very high numbers in the air outside during the spring and summer. Can increase in numbers during and after rainfalls. | Very few of this group grow inside. The notable exception is Chaetomium, Ascotricha and Peziza. | Little known for most of this group of fungi. Dependent on the type (see Chaetomium and Ascotricha). | |
| Basidiospores | Commonly found everywhere, especially in the late summer and fall. These spores are from Mushrooms. | Mushrooms are not normally found growing indoors, but can grow on wet lumber, especially in crawlspaces. Sometimes mushrooms can be seen growing in flower pots indoors. | Some allergenicity reported. Type I (hay fever, asthma) and Type III (hypersensitivity pneumonitis). | Among the group of Mushrooms (Basidiomycetes) are dry rot fungi Serpula and Poria that are particularly destructive to buildings. |
| Penicillium/Aspergillus | Common everywhere. Normally found in the air in small amounts in outdoor air. Grows on nearly everything. | Wetted wallboard, wood, food, leather, etc. Able to grow on many substrates indoors. | Type I (hay fever and asthma) allergies and Type III (hypersensitivity pneumonitis) allergies. | This is a combination group of Penicillium and Aspergillus and is used when only the spores are seen. The spores are so similar that they cannot be reliably separated into their respective genera. |



1675 North Commerce Parkway, Weston, FL 33326 (954) 384-4446

| Identification | Outdoor Habitat | Indoor Habitat | Possible Allergic Potential Not an opinion or interpretation | Comments |
|--------------------|---|---|---|--|
| Pyricularia | Common everywhere. Grows on grass leaves. | Not known to grow indoors. | None known. | |
| Smuts, myxomycetes | Commonly found everywhere, especially on logs, grasses and weeds. | Smuts don't normally grow indoors, but can occasionally be found on things brought from outside and stored in the house. Myxomycetes can occasionally grow indoors, but need lots of water to be established. | Type I (hay fever and asthma) allergies. | Smuts and myxomycetes are a combined group of organisms because their spores look so similar and cannot be reliably distinguished from each other. |



Prepared for : AIR QUALITY CONSULTANTS, INC

Test Address : CITY OF FRANKLIN
306 NORTH MAIN STREET
FRANKLIN, VA 23851

Indoor Air Quality Testing

Introduction

The fungi are a large group of organisms that include mold. In nature, the fungi and mold help breakdown and recycle nutrients in the environment. Mold are the most common type of fungi that grow indoors. Mold are microscopic organisms that live on plants, in the soil, and on animals, in fact almost anywhere food and moisture are available. Mold is everywhere present in the outdoor and normal indoor environments. It is in the air and on surfaces as settled dust. Exposure to mold is inevitable in everyday life. Thus, exposure to mold is considered part of a normal activity for most people. Only environments for which extraordinary preparations have been taken don't have mold present in the air or on surfaces.

Understanding Mold

Under the right conditions (moisture, a food source, and time) mold will grow, multiply and produce spores. Mold grows throughout nature as well as the built environment. Mold reproduces by microscopic cells called "spores" that can be spread easily through the air. Mold spores are always present in the indoor and outdoor air. There are mold that can grow on any organic substrate including wood, paper, carpet, food, ceiling tiles, dried fish, carpet, or any surface where dust has accumulated. When excessive moisture or water accumulates indoors, mold growth will often occur, particularly if the moisture problem remains undiscovered or un-addressed. There is no practical way to eliminate all mold spores in the indoor environment. The way to control indoor mold growth is to control the amount of moisture available to the mold.

Mold growth can become a problem in your home or office where there is sufficient moisture and the right foodstuff is available. The key to preventing mold growth is to prevent all moisture problems. Of course, hidden mold can grow when there is water available behind walls, sinks, floors, etc. Indications of hidden moisture problems are discoloration of ceiling or walls, warped floors or condensation on the windows or walls.

Controlling Moisture

The most critical step in solving a mold problem is to accurately identify and fix the source(s) of moisture that allowed the growth to occur. In order to prevent mold from growing, it is important that water damaged areas be dried within a 24-48 hour period. If a small amount of mold is present in the home, the mold can be cleaned up with a mild detergent and the excess water or moisture removed. It is not necessary to try and kill the mold or its spores. You can carefully remove the moldy materials if necessary. There are many common sources of excess moisture that can contribute to indoor mold growth. Some of the primary means of moisture entry into homes and buildings are water leakage (such as roof or plumbing leaks), vapor migration, capillary movement, air infiltration, humidifier use, and inadequate venting of kitchen and bath humidity. The key to controlling moisture is to generally reduce indoor humidity within 35% - 60% (depending what climate you live in) and fix all leaks whatever their cause.

Mold Growth Sources

If the source of moisture is not easily detected or you have a hidden water leak, mold testing can be helpful. Often a roof leak or a plumbing leak can be identified as the source. The difficulty arises when there is an odor present or when an occupant shows signs of mold exposure but no visible mold can be seen. Excess water intrusion can also lead to dry rot of lumber and cause a serious structural defect in buildings.

Health Related Risks

Based on the Institute of Medicine and the National Academy of Sciences, dampness and mold in homes is associated with increases in several adverse health effects including cough, upper respiratory symptoms, wheeze, and exacerbation of asthma. Mold and fungi contain many known allergens and toxins that can adversely affect your health. Scientific evidence suggests that the disease of asthma may be more prevalent in damp affected buildings. Dampness and mold in homes, office buildings and schools represent a public health problem. The Institute of Medicine concluded, "When microbial contamination is found, it should be eliminated by means that not only limit the possibility of recurrence but also limit exposure of occupants and persons conducting the remediation".



Mold Sampling Methods

The goal of sampling is to learn about the levels of mold growth and amplification in buildings. There are no EPA or OSHA standards for levels of fungi and mold in indoor environments. There are also no standard collection methods. However, several generally accepted collection methods are available to inspectors to study mold (and bacteria) in indoor environments. Comparison with reference samples can be a useful approach. Reference samples are usually taken outdoors and sometimes samples can be taken from "non-complaint" areas. In general, indoor fungal concentrations should be similar to or lower than outdoor levels. High levels of mold only found inside buildings often suggest indoor amplification of the fungi. Furthermore, the detection of water-indicating fungi, even at low levels, may require further evaluation. There are several types of testing methods that can detect the presence of mold. They can be used to find mold spores that are suspended in air, in settled dust, or mold growing on surfaces of building materials and furnishings. There are different methods that can identify types of live mold and dead mold in a sampled environment. Mold spores can be allergenic and toxic even when dead.

All sampled material obtained in the laboratory is analyzed using modern microscopic methods, standard and innovative mycological techniques, analyzed at 630 – 1,000 times magnification.

Testing for mold with an accredited laboratory is the best way to determine if you have mold and what type of mold it is.

Surface Sampling Methods

Surface sampling can be useful for differentiating between mold growth and stains of various kinds. This type of sampling is used to identify the type of mold growth that may be present and help investigate water intrusion. Surface sampling can help the interpretation of building inspections when used correctly. The following are the different types of surface samples that are commonly used to perform a direct examination of a specific location. Spore counts per area are not normally useful.

Tape (or tape-lift)

These samples are collected using clear adhesive tape or adhesive slide for microscopic examination of suspect stains, settled dust and spores. Tape lifts are an excellent, non-destructive method of sampling. The laboratory is usually able to determine if there is current or former mold growth or if only normally settled spores were sampled.

Bulk

This is a destructive test of materials (e.g., settled dust, sections of wallboard, pieces of duct lining, carpet segments, return-air filters, etc.) to determine if they contain or show mold growth. Bulk sampling collects a portion of material small enough to be transported conveniently and handled easily in the laboratory while still representing the material being sampled. A representative sample is taken from the bulk sample and can be cultured for species identification or analyzed using direct microscopy for genus identification. The laboratory is usually able to determine if there is current or former mold growth or if only normally settled spores were sampled.

Swab

A sterile cotton or synthetic fiber-tipped swab is used to test an area of suspected mold growth. Samples obtained using this method can be cultured for species identification or analyzed using direct microscopy for genus identification. The laboratory is usually able to determine if there is current or former mold growth or if only normally settled spores were sampled. Identified spores are generally reported as "present/absent".

Carpet (filter-type) Cassette

A carpet cassette is used with a portable air pump (flow rate usually doesn't matter) to collect mold, pollen and other particulates. Samples obtained using this method can be cultured for species identification or analyzed using direct microscopy for genus identification. This method is usually used to determine a presence or absence of water-indicating mold in a carpet. The laboratory is usually able to determine if there is current or former mold growth or if only normally settled spores were sampled.



Air Sampling Methods

Air samples are possibly the most common type of environmental sample that investigators collect to study bioaerosols (mold, pollen, particulates). The physics of removing particles from the air and the general principles of good sample collection apply to all airborne materials, whether biological or other origin. Therefore, many of the basic principles investigators use to identify and quantify other airborne particulate matter can be adapted to bioaerosol sampling. Common to all aerosol samplers is consideration of collection efficiency. The following are the two most common forms of air sampling methods.

"Non-Viable Methods" *(The Laboratory results are reported in "spores per cubic meter (sp/m³)")*

Z5 Cassette

The Z⁵ spore trap is used with a portable air pump (5 liters/minute for 1 to 5 minutes) to rapidly collect airborne aerosols including mold, pollen and other airborne particulates. Air is drawn through a small slit at the top of the cassette and spores are trapped on a sticky surface on a small glass slide inside the cassette. They are efficient at collecting spores as small as 1µm.

Micro5 Cassette

The Micro5 Microcell spore trap cassette is used with a portable air pump (5 liters/minute for 1 to 5 minutes) to collect airborne aerosols including mold, pollen and other airborne particulates. Air is drawn through a small circular hole at the top of the cassette and spores are trapped on a sticky coated glass slide inside the cassette. They are efficient at collecting spores as small as 0.8µm.

Air-O-Cell Cassette

The Air-O-Cell spore trap cassette is used with a portable air pump (15 liters/minute for 1 to 10 minutes) to collect airborne aerosols including mold, pollen and other airborne particulates. Air is drawn through a small opening at the top of the cassette and spores are trapped on a sticky coated glass slide inside the cassette. These cassettes are efficient at collecting spores as small as 2.6µm.

Allergenco-D Cassette

The Allergenco-D spore trap cassette is used with a portable air pump (15 liters/minute for 1 to 10 minutes) to collect airborne aerosols including mold, pollen and other airborne particulates. Air is drawn through a small opening at the top of the cassette and spores are trapped on a sticky coated glass slide inside the cassette. These cassettes are efficient at collecting spores as small as 1.7µm.

"Viable Methods" *(The Laboratory results are reported in "colony forming units per cubic meter (CFU/m³)")*

Agar Impaction Plates

The agar impaction plates are used with a portable air pump (28.3 liters/minute for 1 to 3 minutes) to collect airborne mold. This is called "viable sampling" because it only grows what is alive at the time of testing. Air is drawn through a 200-400 holes at the top of the impactor and spores are trapped in the agar media. The agar plate should be shipped to the laboratory immediately or kept cool until it can be shipped. These cassettes are 90% efficient at collecting spores as small as 0.7µm. The laboratory results are reported in "colony forming units per cubic meter (CFU/m³)".



Data Interpretation

Information (data) on mold in buildings can consist of the simple observation of fungal growth on a wall, analytical measurements from hundreds of environmental samples, or the results of a survey of building occupants with and without particular building-related conditions. Data interpretation is the process whereby investigators make decisions on (a) the relevance to human exposure of environmental observations and measurements, (b) the strength of associations between exposure and health status, and (c) the probability of current or future risks. These interpretation steps are followed by decisions on what measures can be taken to interrupt exposure and prevent future problems.

Remediation of Mold

Prevention of mold growth indoors is only possible if the factors that allow it to grow are identified and controlled. When prevention has failed and visible growth has occurred in a home or building, remediation and/or restoration may be required. The extent of the mold growth will determine the scope of the remediation required. The goal of remediation is to remove or clean mold-damaged material using work practices that protect occupants by controlling the dispersion of mold from the work area and protect the workers from exposure to mold. You should consult a professional when contemplating fixing a large area of mold growth. Generally, remediation requires (a) removal of porous materials showing extensive microbial growth, (b) physical removal of surface microbial growth on non-porous materials to typical background levels, and (c) reduction of moisture to levels that do not support microbial growth. Identification of the conditions that contributed to microbial proliferation in a home or building is the most important step in remediation. No effective control strategy can be implemented without a clear understanding of the events or building dynamics responsible for microbial growth. Following the completion of the remediation process, mold testing should be performed to obtain clearance.

Symptoms of Mold Exposure

The most common symptoms of mold exposure are runny nose, eye irritation, cough, congestion, and aggravation of asthma. Individuals with persistent health problems that appear to be related to mold or other types of air quality contaminant exposure should see their physicians for a referral to specialists who are trained in occupational/environmental medicine or related specialties and are knowledgeable about these types of exposures. Decisions about removing individuals from an affected area must be based on the results of such medical evaluation. Mold is naturally present in outdoor environments and we share the same air between the indoor and outdoor, it is impossible to eliminate all mold spores indoors.

Ten Things You Should Know About Mold

- 1) Potential health effects and symptoms associated with mold exposures include allergic reactions, asthma, and other respiratory problems.
- 2) There is no practical way to completely eliminate mold and mold spores in the indoor environment. The way to control indoor mold growth is to control moisture.
- 3) If mold is a problem in your home or building, you must clean up the mold and eliminate sources of moisture.
- 4) To prevent mold growth any source of a water problem or leak must be repaired.
- 5) Indoor humidity must be reduced (generally below 60%) to reduce the chances of mold growth by: adequately venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing and cleaning.
- 6) Clean and dry any damp or wet building materials and furnishings within 24-48 hours to prevent mold growth.
- 7) Clean mold off of hard surfaces with water and detergent and dry completely.
- 8) Prevent condensation: reduce the potential for condensation on cold surfaces (e.g., windows, piping, exterior walls, roof, or floors) by adding insulation.
- 9) In areas where there is a perpetual moisture problem on the floor, do not install carpeting
- 10) Mold can be found almost anywhere. Mold can grow on wood, paper, carpet, foods; almost anything can support some mold growth provided there is moisture, time to grow and food to eat.



References & Resources

Bioaerosols: Assessment and Control, Janet Macher, Sc.D., M.P.H., Editor. 1999. ACGIH, 1330 Kemper Meadow Drive, Cincinnati, OH 45240-1634.

Health Implications of Fungi in Indoor Environments, Edited by R.A. Samson. 1994. Elsevier Science, P.O. Box 945, Madison Square Station, New York, NY 10159-0945.

Damp Indoor Spaces and Health, Institute of Medicine of the National Academies, Washington, DC, 2004

Field Guide for the Determination of Biological Contaminants in Environmental Samples, 2nd Edition, Edited by L-L. Hung, et al. AIHA, Fairfax, VA, 2005.

Recognition, Evaluation, and Control of Indoor Mold, Edited by B. Prezant, et al. AIHA, Fairfax, VA, 2008.

Useful Websites

www.acgih.org/resources/links.htm

American Conference of Governmental Industrial Hygienists - information on Indoor Air Quality and useful links

www.cal-iaq.org

California Indoor Air Quality Program - California Indoor Air Quality resources and useful links

www.health.state.ny.us/environmental/indoors/air/mold.htm

New York State Department of Health - New York state recommendations for IAQ, indoor mold inspections, remediation, and prevention

<http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml>

Guidelines for Assessment and Remediation of Fungi in Indoor Environments – a good reference for mold clean up and removal

od.nih.gov/PoliciesAndGuidelines/ORFPolicies/MoldPrevPolicy.htm

National Institutes of Health - information mold prevention and remediation

<http://www.niehs.nih.gov/health/topics/agents/mold/index.cfm>

National Institute of Environmental Health Sciences - information on mold

www.epa.gov/mold/

United States Environmental Protection Agency website on mold and moisture

www.aaaai.org/nab/index.cfm?p=faq

American Academy of Allergy, Asthma, and Immunology – information on mold and allergies and outdoor allergens

<http://www.aanma.org/?s=mold>

Allergy & Asthma Network – information for homes about allergies and asthma

<http://www.homeenergyresource.mn.org>

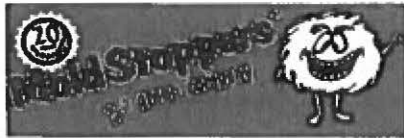
Minnesota Department of Commerce Energy Information Center – good information on moisture control in homes

<http://eed.lbl.gov/ie/>

Governmental Indoor Environment Department – good information on indoor health, comfort and energy efficiency in buildings

<http://www.osha.gov/dts/shib/shib101003.html>

Occupational US Department of Labor (OSHA) - A Brief Guide to Mold in the Workplace



PROPOSAL

Branch: MoldStoppers of SE Virginia, LLC
 Rep: Duane Wilkinson
 10241 Rainbow Rd
 Carrollton, VA 23314
 Cell: 757-618-3891
 Email: duane.w@moldstopperonline.com

NUMBER: 90918SEV001
 DATE: 09/09/2018
 PRICES VALID FOR 30 DAYS.
 FINAL PAYMENT DUE UPON COMPLETION.

Lead: Previous Customer

Home Office (North Carolina)
 910-246-1371

| | |
|---|--|
| Customer: City of Franklin ATTN: Russell Pace 1050 Pretlow Street Franklin, VA 23851 Phone: 562-8564 Cell: 651-9508 Fax: 562-7883 Email: kdarden@franklinva.com | Project: Fogging and fungal wipedown 306 N Main Street Franklin, VA 23851 |
|---|--|

REMEDIATION

Scope of Work:
 Moldstoppers will fog entire first floor of the building.
 Moldstoppers will fog 6 HVAC units.
 Moldstoppers will do a fungal wipe down of all HVAC vents and returns on the first floor.

Water Source:
 High humidity

| Product / Service | Qty | Units |
|---|-------|-------|
| Equipment | | |
| (PPE) Body suites, gloves, mask filters, etc.-per man per day | 1 | EA |
| Fog with fungicide entire first floor. | 4,000 | SQ FT |
| Fog all duct work on the first floor. | 1 | EA |
| Fungal wipe down of all HVAC vents on the first floor. | 47 | EA |
| fungal wipe down of all return vents on the first floor. | 40 | EA |

| | |
|------------------|-------------------|
| SUBTOTAL: | \$3,295.00 |
| TAX: | \$0.00 |
| TOTAL: | \$3,295.00 |
| PAYMENTS: | \$0.00 |
| BALANCE: | \$3,295.00 |

WARRANTY (transferable)

*Moldstoppers warrants all workmanship for TEN YEARS from date of completion.
 All equipment installed must be maintained according to manufacturer specifications by the homeowner for warranty to be valid.

PAYMENT

*MoldStoppers requires payment in full prior to initial lab testing for mold.
 *MoldStoppers requires a 50% (or state required max %) downpayment to commence remediation work. Payment in full is expected with completion of work or successful clearance testing.
 *MoldStoppers accepts cash, personal or business checks, and credit cards. We can also finance 100% thru our Swift Solution Program (on primary residence, single family homes). Checks to be made out only to: Moldstoppers, LLC

PERFORMANCE

*Any work to be performed outside the scope of work to be negotiated separately. All legal remedies, including liening property will be employed on unpaid balances.
 Pictures and description of work performed may be used in advertising.
 By signing and returning this proposal, you are entering into a contract with MoldStoppers LLC, to complete the scope of work outlined and will honor the terms of payment.

Customer: _____ Date: ____/____/____

Approved: _____ Date: ____/____/____

Payment: \$ _____ Method: _____

Lin Darden

From: David Peffley <David.Peffley@damuth.com>
Sent: Friday, September 07, 2018 3:05 PM
To: Lin Darden
Cc: Ned Hazlett
Subject: Social Services Building

Lin, good afternoon.

As a follow up to our conversation, the cost per unit to install APR valves to assist the units to run in a low load situation is **\$3,500.00 per unit**. The time it takes will be **two days** to install per unit. Pricing is based on work being accomplished during normal work hours Monday – Friday. If overtime is required, we can bill the differential to the project. If a unit has two compressors on same, we will install the APR valve on the lead compressor. Second compressor will not require it.

Let me know how many units you would like to proceed with. I will then put a proposal together with the unit tagging for identification. The new unit that was put on the building does not have this on it. It was a replacement in kind.

Have a great weekend.

DBP



David Peffley
Access Control Account Executive
DAMUTH TRANE
1100 Cavalier Blvd.
Chesapeake, VA 23323
(757) 558-0200 Main Line
(757) 558-3329 Direct Line
(757) 615-7065 Mobile
(757) 558-9715 Fax
David.Peffley@damuth.com
<http://www.damuth.com>
DCJS: 11-6737

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PROPOSAL

Parker Darden

Heating & Air Conditioning, INC.

P.O. Box 475

FRANKLIN, VIRGINIA 23851-0475

Phone (757) 569-8445, Fax (757) 569-8823

TO City of Franklin VA
PO Box 179
Franklin, VA 23851

| | |
|-------------------|-------------------------|
| Date | 9/10/2018 |
| Job Name/Location | Dept of Social Services |
| Job Phone | |

We here by submit specifications and estimates for:

Install one* CD425 Dehumidifier.

- The equipment will be installed in the basement
- Electrical wiring will be provided by us from the upstairs panel box.
- A new circuit breaker with wiring and disconnect will be installed at the dehumidifier.
- Drain lines will be run to the existing floor drain.
- The equipment will be started and tested.

*The distributor of this equipment recommended two units should be installed. This price is for one system; to install two systems would be a quantity of two and double the price.

We Propose hereby to furnish materials and labor to complete in accordance with the above specifications for the sum of **Eleven thousand four hundred seventeen dollars and 21/100.....** Dollars **\$11,417.21**

Payment to be made as follows:

Payment due in full at time of completion. Any amounts due beyond 30 days will be subject to a 2 % per month service charge. All fees incurred to collect any and all amounts due will be the responsibility of the home owner. No warranty service will be provided unless all sums due have been paid in full. A 3.5% credit card fee will apply.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our Workers are fully covered by Workers Compensation insurance.

Authorized Signature

Note: this proposal may be Withdrawn by us if not accepted within thirty days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Signature

Signature



Office Of The City Attorney
H. Taylor Williams, IV
September 19, 2018

From: H. Taylor Williams, IV

To: Members of Council

Re: School Board members request for a raise in compensation

Attached please find a Resolution adopted by the School Board on September 20, 2018 asking the City Council to consider an increase in compensation pursuant to City Charter Section 12.04. Information was provided in the September 10 agenda package for consideration.

Taylor Williams



Office Of The City Attorney
H. Taylor Williams, IV
September 20, 2018

RESOLUTION OF THE FRANKLIN CITY SCHOOL BOARD

WHEREAS, the members of the Franklin City School Board are appointed to serve on the School Board by the Franklin City Council pursuant to City Charter Section 12.03 for three-year terms that begin on July 1 and end on June 30 of the following third year; and

WHEREAS, City Charter Section 12.04 provides that the compensation of School Board members shall not exceed the sum of \$4,000 for services as such and the compensation to be paid to the chairman of the School Board shall not exceed the sum of \$5,000 his services as such; and

WHEREAS, the members of the Franklin City School Board currently are paid the sum of \$2,500 for services as such and the chairman of the School Board is currently paid the sum of \$4,000 for services as such; and

WHEREAS, the members of the Franklin City School Board last received an increase in the compensation paid for their services as such in June 2004; now, therefore,

BE IT RESOLVED that the Franklin City School Board requests the Franklin City Council to increase the salaries of School Board members to the sum of \$4,000 for their services as such and increase the salary of the Chairman to the sum of \$5,000 for his services as such, with the increases in salary to take effect on July 1, 2019.

Adopted September 20, 2018.

Clerk: _____

Chairman

Legend

| | | | |
|------------------------|---------------------------|-------------------|----------|
| | | | |
| GREEN - Moving Forward | YELLOW - Discussions Only | RED - No Progress | Complete |

| Category | Action Items | Dates | Designee (s) | Status Report | Trend Code |
|-----------------------|---|--------------|---|---|------------|
| Housing | Rental Housing Inspection Program | August, 2018 | City Manager/ Community Development Staff | Council finalized appointment to Ad Hoc Advisory Committee in late May, 2018. Initial meeting to be determined. | |
| | | | | | |
| Administration | Filling Key Staff Positions | August, 2018 | City Manager | Management focused on filling Finance Director and HR Director positions. Goal to fill these positions as soon as possible. Vacancy in Payroll Technician position - Applications being reviewed with interviews to follow. Management now is also required to address upcoming vacancy from retirement of Fire Chief. Advertisement will begin soon. | |
| | | | | | |
| Public Infrastructure | Electric Utility Meter Reading & Billing Assessment | August, 2018 | City Manager/Power & Light Staff/Independent Contractor | Independent Contractor began initial meter reading element in late May. Firm is finalizing the report to provide to Council. Final report anticipated Friday, September 7, 2018. Presentation for final report, Monday, September 10, 2018. | |
| | | | | | |
| | | | | | |

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS